

**Board of Trustees Meeting**

**May 14, 2019**

**7:00 P.M.**

1. Call to order—The meeting was called to order by President Tom Miller at 7:00 P.M.
2. Roll call—The following trustees were present: Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, Karen Regan, and Melissa Soliday. Bahira Karim was absent with prior notification.  
Also present: Administrative Librarian Carol Hall
3. Pledge of Allegiance
4. Motion to establish Consent Agenda—Motion to establish the Consent Agenda including items a, b, c, and d was made by Karen Regan and seconded by Wendy McCarthy.
  - a. Approve minutes of April 9<sup>th</sup> Policy & Personnel Committee meeting
  - b. Approve minutes of April 9<sup>th</sup> Board meeting
  - c. Approve payment of monthly bills in the amount of \$56,349.49
  - d. Approve Treasurer’s Report

Balance, April 1, 2019	\$1,297,700.03
Revenues	14,206.10
Expenditures	65,448.02
Balance, April 30, 23019	\$1,246,458.11
No: None
5. Motion to approve Consent Agenda—Motion to approve the Consent Agenda was made by Karen Regan and seconded by Tom Miller.  
Yes: Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, Karen Regan, and Melissa Soliday  
No: None
6. Public Comment—None present
7. Communications
  - List of Trustee terms of office
  - Cook County Clerk’s summary of Consolidated General Election results for Worth Public Library District trustees
  - Letter from Crisis Center for South Suburbia requesting support for fundraiser—It was the consensus of board members that the library donate a prize of a book or books.

- Letter from Illinois State Library urging libraries to support 2020 Census efforts
- Memorandum from Ancel Glink regarding photography and filming in the library—Board Members agreed that the Administrative Librarian should adapt the policy model for the library.
- Copy of existing waste hauling agreement with Republic Services
- New proposal from Republic Services
- Letter from Marris Meyer American Legion Auxiliary requesting support for Poppy Day—It was the consensus of board members that the library donate \$50 as it has in previous years.

#### 8. Librarian's Report

- Ants were observed in the area under the outdoor bookdrop and in the men's washroom. Orkin treated the areas.
- Com Ed would like to do a free energy assessment to determine steps we can take to lower energy usage.
- The Personnel Policy and should be updated as well as the Salary Schedule. The Administrative Librarian will request a proposal from HR Source.
- The Administrative Librarian will be talking with our IT consultant Marcin Truty about projected technology needs for the upcoming fiscal year.
  - Bonnie would like to add three more computers designated for homework use in the Youth Services Department.
  - Melissa Soliday suggested the library consider purchasing a 3-D printer; more research is needed.
  - Board members would like to make WI-Fi Hitspots available for circulation. The board will need to adopt a policy before service can be initiated.

9. Committee Reports—Policy & Personnel Chairman K. C. McKenna Schlee distributed copies of evaluation forms for the Administrative Librarian. Completed forms should be returned to K. C.'s library mailbox by June 3<sup>rd</sup>. These will be summarized at a committee meeting at 6:30 P.M. on June 4<sup>th</sup>. The Administrative Librarian will be given her evaluation at a committee meeting to be held at 6:45 P.M. on June 11<sup>th</sup>.

A discussion regarding staff interest in a security monitor followed. Board members declined to hire a security monitor at this time and suggested that the Administrative Librarian look into staff training opportunities for safety training and for dealing with difficult patrons.

#### 10. Unfinished business

- a. Waste hauling agreement (discussion)—The existing contract as well as a new proposal from Republic Services were reviewed. Although the new proposal improves upon the existing rate, it is still not as low as that proposed by Lakeshore. The Administrative Librarian was directed to take steps to terminate the existing contract.

#### 11. New Business

- a. Appointment of Melissa Soliday to fill vacancy—Motion to appoint Melissa Soliday to fill a board vacancy was made by Karen Regan and seconded by Wendy McCarthy.

Discussion—The vacancy occurred because no candidate filed for one of the six-year terms available at the April 2<sup>nd</sup> Consolidated Election.

Yes: Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, Karen Regan, and Melissa Soliday

No: None

- b. Oaths of Office for newly elected trustees and appointed trustee—Karen Regan, and Melissa Soliday were sworn in by Secretary Wendy McCarthy.
  - c. Election of board officers—Deferred until June meeting.
  - d. Committee appointments—Deferred until June meeting.
12. Set dates for committee meetings
- Policy & Personnel—June 4<sup>th</sup> at 6:30 P.M.
  - Policy & Personnel—June 11<sup>th</sup> at 6:45 P.M.
13. Public comment—None present
14. Adjournment—Motion to adjourn the meeting was made by Karen Regan and seconded by Tom Miller.  
The motion carried, and the meeting was adjourned at 8:24 P.M.

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President

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Secretary